



## **Oregon Joint Force Headquarters**

**HUMAN RESOURCES OFFICE/HR**

**P.O. BOX 14350, 1776 MILITIA WAY**

**SALEM, OREGON 97309-5047**

**Coml: (503) 584-3849 (Army) / 3854 (Air)**

**DSN: 355-3849 (Army) / 3854 (Air)**

### **Announcement #AR06-020**

## **MOBILE EQUIPMENT SERVICER (CECOM)– Indefinite** **(7 Positions Available)**

### **Army Technician Vacancy Announcement**

**Open Date:** 21 December 2005

**Closing Date:** **OPEN UNTIL FILLED**

**Series/Grade:** WG-5806-06

**Salary Range:** \$16.45 - \$19.81 Per Hr

**CMF:** 88H/M/N/Z **MOS:** 63

**PD#:** R8118

**Location:** CSMS, Clackamas, Oregon

**Type of Appt:** Excepted **X** Enlisted **X**

#### **Areas of Consideration:**

**First Area:** Current permanent full-time technicians of the Oregon ARNG.

**Second Area:** All members of the Oregon Army National Guard

#### **Summary of Duties:**

This position is located in an ARNG Surface Maintenance Facility. Its purpose is to provide servicing to automotive and heavy mobile equipment such as trucks, tanks, carriers, automobiles, engineer and artillery equipment. Incumbent services a wide variety of engineer, artillery, automotive, heavy mobile and powered support equipment. Drains and changes lubricates in crankcases, differentials and transmissions. Lubricates vehicles and equipment and replaces oil and air filters. Check fluid levels in braking and power steering reservoirs and replenishes as necessary. Checks components, such as spark plugs, component, fan belts, tracks, pipes, hoses moisture from air tanks, installs alcohol in air systems. Drains fluid in hydraulic systems. Performs preventive maintenance on all types of equipment serviced by the activity. Refers difficult and more complex work to higher graded mechanics.

#### **Method of Evaluating Qualifications:**

**Knowledge, Skills and Abilities (KSA)**

**Candidates will be evaluated on the KSAs listed below.** In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrate your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in MOS related to the position. Mere possession of an MOS is not necessarily qualifying experience; months of actual experience is the qualifying factor.

**APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:**

<b>General Experience</b>
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Experience, education or training which demonstrates the applicant's ability to follow oral directions that vary from task to task; able to complete tasks requiring knowledge of simple procedures in the line of work.

<b>Specialized Experience</b>
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On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying at the **WG-06** level must have **18 months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Knowledge and skill in servicing a full range of automotive/mobile/heavy mobile equipment maintenance services.
2. Ability to operate electronically controlled pumps, dispersing various types of fuels and lubricants.
3. Ability to read and interpret technical material.
4. Ability to operate a variety of automotive/mobile/heavy mobile equipment.
5. Skill and knowledge in replacement of automotive/mobile/heavy mobile equipment external parts/accessories.
6. Ability to determine proper inventory levels.

<b>Substitution of Education for Specialized Experience</b>
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Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position.

<b>Special Information</b>
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Unit of military assignment is any unit supported by **CSMS** in **CMF: 88H/M/N/Z MOS: 63** Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer

program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

**Your comprehensive resume or OF 612 (Optional Application for Federal Employment) must contain:**

(In addition to specific information requested in the job vacancy announcement)

**JOB INFORMATION**

Announcement number, title, and grade(s) of the job for which you are applying.

**PERSONAL INFORMATION**

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

**EDUCATION**

High school:  
Name, city, and State (ZIP Code if known)

Colleges and universities:  
Name, city, and State (ZIP Code if known)  
Majors  
Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

**WORK EXPERIENCE**

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

**APPLICATION PROCESS**

**Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date.** Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

**THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

## SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

### **John P. Smith, IV**

1234 Big Street Medium City, Any State 45678 H (555) 345-6789  
emailname@Internetserviceprovider.org

#### *Job Title announcement:*

Announcement number: AR04-123A

### **ANY State Army National Guard**

**2/15/87 - 12/31/06**

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

**Job Title, Rank, GS-15, Step 09** (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

### **Big & Small Co.**

**2/15/64 – 2/14/87**

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

**Your Job title**

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%